

**BY ORDER OF THE COMMANDER
309TH MAINTENANCE WING**

**309TH MAINTENANCE WING
INSTRUCTION 21-112**



4 APRIL 2012

Maintenance

***DEPOT MAINTENANCE CAPACITY AND
UTILIZATION MEASUREMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides policies, responsibilities and procedures for measuring and reporting capacity and utilization of organic depot maintenance operations. This instruction augments the procedures and guidance in accordance with (IAW) directives outlined in Department of Defense (DoD) 4151.18-H, *Depot Maintenance Capacity and Utilization Measurement Handbook*; and Air Force Materiel Command Instruction (AFMCI) 21-140, *Air Force Materiel Command Depot Maintenance Capacity and Utilization Measurement*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force (AF) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional chain of command.

1. General Information.

1.1. The Ogden Air Logistics Center (OO-ALC) Commander (CC) has appointed the 309th Maintenance Wing (309 MXW) CC as the OPR for depot maintenance capacity and utilization measurement. The OPR shall appoint a wing capacity lead (WCL) as the OO-ALC representative, whose responsibilities include: being the OPR at OO-ALC for inquiries and issues pertaining to organic depot capacity; acting as the liaison between the Headquarters Air Force Materiel Command's Depot Maintenance Operations Division (HQ AFMC/A4DM) and the 309 MXW, and acting as the liaison between the 309 MXW and the subordinate groups.

1.2. The 309 MXW CC has in turn, appointed the 309th Maintenance Support Group (309 MXSG) as the OPR for depot maintenance capacity and utilization measurement.

1.3. The 309 MXSG CC has in turn, appointed the 309th Maintenance Support Squadron (309 MXSS) Industrial Services as the office of coordinating responsibility (OCR) for depot maintenance capacity and utilization measurement.

1.4. The 309 MXSS CC has in turn, appointed the 309th Maintenance Support Squadron Engineering Flight (309 MXSS/MXDEA) as the OCR for depot maintenance capacity and utilization measurement.

1.4.1. The 309 MXSS/MXDEA will manage and oversee/coordinate the 309 MXW depot maintenance capacity and utilization measurement.

1.5. The 309th Aerospace Maintenance and Regeneration Group (309 AMARG) Workload Section (309 AMARG/OBW) will manage and oversee/coordinate the 309 AMARG depot maintenance capacity and utilization measurement.

2. 309th Maintenance Support Squadron Responsibilities.

2.1. The 309 MXSS/MXDEA will appoint a representative in the following sections to be the designated 309 MXSG facility point of contact (POC), who will function as a member of the 309 MXW facility working group.

2.1.1. 309th Aircraft Maintenance Group Support Section (309 MXSS/MXDEAA).

2.1.2. 309th Electronics Maintenance Group, 309th Missiles Maintenance Group and 309th Software Maintenance Group Support Section (309 MXSS/MXDEAB).

2.1.3. 309th Commodities Maintenance Group Support Section (309 MXSS/MXDEAC).

2.1.4. 309 MXSG Program Management Section (309 MXSS/MXDEAE).

2.2. The designated 309 MXSG POCs will be responsible for assigning in writing capacity representatives within their organizations who will perform the analysis, and report information to the WCL. This includes the representatives for 309 AMARG/OBW, and 525th Electronics Maintenance Support Squadron Staff Support Office, located at Kadena Air Base.

2.3. Each capacity representative associated with the collection of capacity data will be trained in these duties. Depot maintenance capacity and utilization measurement training is available online at <http://www.dau.mil/clc/default.aspx> from the Defense Acquisition University (Continuous Learning Course #CLL026). These designated personnel will have their responsibilities documented in their job descriptions AF Form 1003, *Air Force Core Personnel Document*, as a critical element. The statement will read as follows: As a designated group/squadron capacity representative, uses methodologies prescribed for the analysis and reporting of Depot Maintenance Capacity and Utilization Measurement in accordance with the criteria established by DoD Directive 4151.18-H and its supplemental instructions, and all applicable AFMC Instructions.

2.4. The capacity representatives will be responsible for the collection and reporting of capacity data within the individual maintenance shops at the resource cost center (RCC) code, and facility code (FC) level. These individuals will be responsible for obtaining and

maintaining copies of current shop drawings that clearly depict work stations, work positions within the work stations, and support equipment layouts at the RCC/FC level.

3. Procedures.

3.1. Each capacity representative at the group/squadron level will begin the depot capacity and utilization measurement process by obtaining a complete list of current/valid RCCs from the group resource manager. Each RCC will be further defined using the appropriate production shop categories in both DoD 4151.18-H, Appendix 5, and AFMCI 21-140, Appendix 2. This list is the foundation for the annual capacity data call as required by HQ AFMC/A4D.

3.2. Each capacity representative will follow the techniques defined in DoD 4151.18-H, Paragraph. C3.2, *Baseline Capacity Index*; to compute the capacity for all production shops that perform direct work within their group/squadron. The results of these computations will be provided to the WCL. Supplemental guidance and/or templates used for determining work positions will be provided as necessary, by HQ AFMC/A4DM.

3.3. The detailed shop layouts, identifying the equipment, and function of each shop at the RCC level will be annotated using the formats prescribed by the WCL.

3.4. The finished capacity analysis, in the formats required by HQ AFMC/A4DM, will be reviewed at the group director level. Final approval will be at the wing level, prior to releasing the data call to HQ AFMC/A4DM.

ALLAN E. DAY, Col, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMCI 21-140, *Air Force Materiel Command Depot Maintenance Capacity and Utilization Measurement*, 13 May 2005

DoD 4151.18-H, *Depot Maintenance Capacity and Utilization Handbook*, 10 March 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1003, *Air Force Core Personnel Document*, 1 May 1991

Abbreviations and Acronyms

AF—Air Force

AF IMT—Air Force Information Management Tool

AFMAN—Air Force Manual

AFMCI—Air Force Materiel Command Instruction

CC—Commander

DoD—Department of Defense

FC—Facility Code

HQ AFMC/A4DM—Headquarters Air Force Materiel Command Depot Maintenance Operations Division

IAW—In Accordance With

OCR—Office of Coordinating Responsibility

OO—ALC – Ogden Air Logistics Center

OPR—Office of Primary Responsibility

POC—Point of Contact

RCC—Resource Cost Center

RDS—Records Disposition Schedule

WCL—Wing Capacity Lead

AMARG—Aerospace Maintenance and Regeneration Group

AMARG/OBW—Aerospace Maintenance and Regeneration Group Workload Section

MXSG—Maintenance Support Group

MXSS—Maintenance Support Squadron

MXSS/MXDEA—Maintenance Support Squadron Engineering Flight

MXSS/MXDEAA—Aircraft Maintenance Group Support Section

MXSS/MXDEAB—Electronics Maintenance Group, Missiles Maintenance Group and Software Maintenance Group Support Section

MXSS/MXDEAC—Commodities Maintenance Group Support Section

MXSS/MXDEAE—Maintenance Support Program Management

MXW—Maintenance Wing